

# ORGANIZATIONAL WORK INSTRUCTION

## OWI Authorization and Control

### HS30 MSFC Academic Affairs Office

## Revision K

**APPROVING  
AUTHORITY**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>ORG</u></b>	<b><u>DATE</u></b>
Tammy B. Rowan	Manager	HS30	July 15, 2008

CHECK THE MASTER LIST-  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
BASELINE	N/A	8-20-99	BASELINE DOCUMENT
REVISION	A	1-21-00	This revision cancels and supersedes the following OWI: CD60-OWI-001, Baseline, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	B	2-24-00	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision A, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	C	10-10-00	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision B, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	D	3-6-02	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision C, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	E	6-12-03	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision D, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	F	09-29-04	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision E, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	G	03-18-05	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision F, OWI Authorization and Control, CD60 MSFC Education Programs Department. The new organizational code is HS30. The new title is OWI: HS30-OWI-001. The revised office name is MSFC Academic Affairs Office.
REVISION	H	04-06-2006	This revision cancels and supersedes the following OWI: HS30-OWI-001, Revision G, OWI Authorization and Control, HS30 MSFC Academic Affairs Office. Revised to reflect the new manager.
REVISION	I	09-25-2006	Revised to include updated Reference Document in section 3.1 and Applicable Documents.
REVISION	J	05-09-2007	Revised to reference new manager and to reference updated applicable documents.
REVISION	K	07-15-2008	Revised to reflect new Academic Affairs Office Manager and minor edits to correct applicable document titles.

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**1. PURPOSE:** This Specific Application instruction applies to all of the Academic Affairs Office (AAO) Organizational Work Instructions (OWIs). The purpose of this instruction is to document the process to authorize and control OWIs for the use of the AAO. This document shall describe:

- The process for authorizing and controlling OWIs
- The source of authority for OWIs
- The quality records
  - OWI identification system
  - Document maintenance location (or e-file address)
  - Identification of latest versions of documents
  - Appointment of a document control custodian
  - Institutional-type file log
- The directions for dispositioning expired / cancelled documents

**2. APPLICABILITY:** The procedure applies to OWIs relating to processes within the scope of the MSFC Management System (MMS) as defined in the Marshall Quality Management System Manual MPD 1280.1, that are under the cognizance of the AAO.

**3. APPLICABLE DOCUMENTS:** Use current Revision unless there is overriding authority.

MPD 1280.1	Marshall Quality Management System Manual
MPR 1410.1	Document And Data Control for Organizational Issuances
MPR 1440.2	MSFC Records Management Program

#### 3.1 Reference Documents

NP-2007-01-456-HQ: National Education Strategic Coordination Framework: A Portfolio Approach

#### 4. DEFINITIONS:

Document Control Custodian (DCC): Person responsible for processing and maintaining the OWI Master List and any revisions.

Document Control Number (DCN): Each OWI shall be assigned a unique document control number beginning with: HS30-OWI-001, followed by HS30-OWI-002, HS30-OWI-003, etc.

AAO – Marshall Space Flight Center Academic Affairs Office

AAO Quality Records Files: The system used by AAO to file OWIs and associated Quality Records and other pertinent records.

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Master List: A controlled list of the AAO OWIs and other regulations governing the organizational change process.

OWI: Organizational Work Instruction

QR: Quality Record: These are documents maintained to demonstrate conformance to specified requirements and effective operations.

## 5. INSTRUCTIONS

5.1 The AAO utilizes the OWI Authorization & Control process depicted in Figure 1.

5.2 This instruction is used in accordance with the reference documents, MPR 1410.1, “Document and Data Control for Organizational Issuances” and MPR 1440.2, “MSFC Records Management Program”.

5.3 All AAO OWIs shall have the approval of the AAO Manager.

5.4 All OWIs shall include:

- Title: Provided by the initiator
- Revision number and document history log
- Document Control Number (DCN)
- Date of origination.
- Instruction and any accompanying figures.

5.5 Authority Review Process for Revision of an OWI or for Establishing a New OWI.

All new proposed AAO OWIs shall be submitted to the Manager. The Manager shall appoint an Evaluation Team, composed of members from the AAO, with membership based on comprehension of the OWI’s subject-matter and coverage of the proposed OWI. The Evaluation Team shall review the proposed OWI, or revision to an existing OWI, and in a consensus meeting, shall provide recommendations to the Manager. The Manager shall make final decisions regarding the inputs, revise or disapprove the proposal. Revision of the original proposal entails the return of the proposal to the Evaluation Team or to the originator, as appropriate, for modification or withdrawal. See Figure 1.

5.5.1. Signature Authority for Control/ Revision-

Approval action requires the signature of the Manager or designee.

5.6 Acceptance of the OWI and entry of action into Master List.

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A DCC appointed in writing by the Manager shall maintain an institutional-type file cabinet containing the OWI Master List and any revisions, and the applicable documents listed in the OWIs. Upon approval of the new or revised OWI, the Manager shall instruct the DCC to enter the action into the Master List and place it in the AAO Quality Record Files.

#### 5.7 Control of Documents/Quality Records within the File Systems

When temporarily removing controlled documents from the files, AAO personnel shall use a designated log to sign out/in and shall date the log. These logs shall be located adjacent to the file cabinet and shall be maintained by the DCC. Controlled documents shall remain in the building at all times. Current versions of OWIs and applicable documents shall also be maintained online via the MSFC ISO9000 home page.

#### 6. NOTES:N/A

#### 7. SAFETY PRECAUTIONS AND WARNING NOTES: N/A

#### 8. APPENDICES, DATA, REPORTS AND FORMS: N/A

**9. QUALITY RECORDS:** The quality records pursuant to this OWI are as follows: the evidence of those OWI authorization or revision activities (such as Evaluation Meetings), the document itself, and the entry into the Controlled Documents List.

#### 10. TOOLS, EQUIPMENT, AND MATERIALS: N/A

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**Figure 1.**

